

Recipient: _____

Grant #: _____

Reporting Period: _____

Progress Report in Support of Request for Reimbursement

Invoices and Progress Reports must match the Tasks in the Award

Project Task as listed in the Grant Award	Narrative Description of Activities Accomplished; Deliverables; Status	Award Amount for Task	Expenditure Amount being Invoiced By Task	Remaining Balance

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Explain any variations from Tasks and Expenditures planned this reporting period. Indicate what affect variations may have on the remedial action schedule and grant budget.

Identify challenges and deviations from the Scope of Work that were encountered during the reporting period and resolutions that were or will be implemented.

Provide up-to-date information on points of contact should there be any changes since the last reporting period.

The following information is needed from the financial/legal contact.

Have there been any insurance settlements or contribution actions to date? Yes ____ or No ____

If yes, please explain in detail, including amounts received and party settlement was with.

Name of Fiscal Officer responsible for receiving payments: _____

Telephone number where Fiscal Officer can be reached: _____